

Scheduling Updates to Working Hours

If your business hours change on a regular basis (monthly, seasonally, or some other predictable way), you can schedule your regular hours to change automatically. You can do this for one or many locations at once.

Watch the video

See the article [Setting Up Holiday or Special Hours](#) to set up a one-time schedule change.

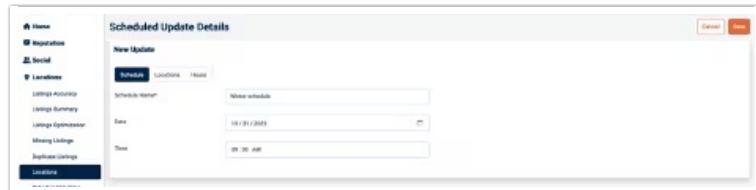
To schedule an update to your working hours, follow these steps:

1. Login to your Chatmeter account in LocationHQ.
2. Go to **Locations > Locations** to display the **Locations** page.
3. From the **Locations** page, find the locations (one or more) for which you want to update hours and place a tick in the box left of the name(s).

4. Select **Schedule Update** to display the **Scheduled Updates Details** page.

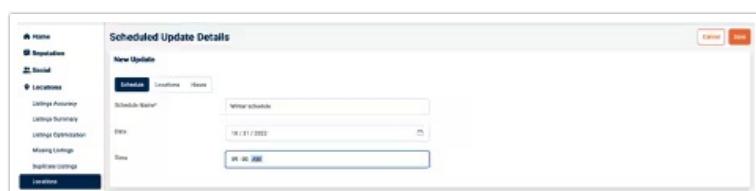
5. On the Schedule tab, in **Schedule Name**, enter a name for the update.

6. In **Date**, enter the date you'd like the new schedule to begin.



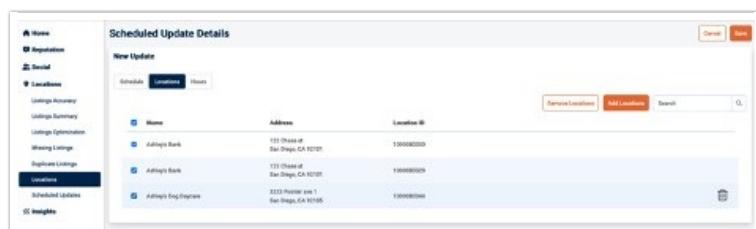
The dialog box is titled 'Scheduled Update Details' and has a 'New Update' tab selected. The 'Schedule' tab is active, showing a 'Schedule Name' field with 'New schedule', a 'Date' field with '10/01/2023', and a 'Time' field with '09:00 AM'.

7. In **Time**, enter the time for the new schedule to begin.



The dialog box is titled 'Scheduled Update Details' and has a 'New Update' tab selected. The 'Schedule' tab is active, showing a 'Schedule Name' field with 'New schedule', a 'Date' field with '10/01/2023', and a 'Time' field with '09:00 AM'.

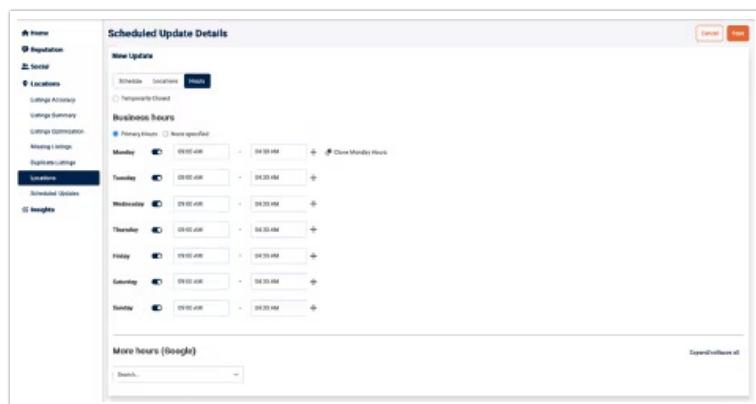
8. On the **Locations** tab, select the locations you want to update.



The dialog box is titled 'Scheduled Update Details' and has a 'New Update' tab selected. The 'Locations' tab is active, showing a table with three rows. Each row contains a checkbox, a location name ('Aditya's Bank'), an address ('123 State St, San Diego, CA 92101'), and a location ID ('1000000001').

	Name	Address	Location ID
<input checked="" type="checkbox"/>	Aditya's Bank	123 State St, San Diego, CA 92101	1000000001
<input checked="" type="checkbox"/>	Aditya's Bank	123 State St, San Diego, CA 92101	1000000002
<input checked="" type="checkbox"/>	Aditya's Eng Features	123 State St, San Diego, CA 92101	1000000004

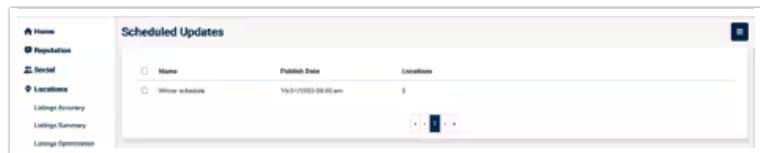
9. On the **Hours** tabs, select new hours that apply.



The dialog box is titled 'Scheduled Update Details' and has a 'New Update' tab selected. The 'Hours' tab is active, showing a table with seven rows, one for each day of the week. Each row has a checkbox, a time range ('09:00 AM - 04:00 PM'), and a 'Clone Monday Hours' button.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/>	09:00 AM - 04:00 PM						

10. Then select **Save**. Scheduled updates show up on the **Scheduled Updates** page.



If additional schedule changes of the regular working hours are needed, you can schedule those updates to happen automatically when needed, too. In addition, you can schedule temporary changes such as holiday hours from the **Locations > Locations** page by selecting the location(s) to edit and selecting **Edit** to edit on the **Hours** tab.

Related Articles